

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C. 20405

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October 14, 1966

FEDERAL PROPERTY MANAGEMENT REGULATIONS  
TEMPORARY REGULATION NO. E-6

TO : Heads of Federal Agencies


SUBJECT: Use standards for office furniture

1. Purpose. This regulation establishes revised standards for use of office furniture in consonance with the objectives of the President set forth in his memorandum of September 16, 1966, to heads of departments and agencies on cost reduction in procurement, supply, and property management.
2. Applicability. The provisions of this regulation apply to all executive agencies. Other agencies are encouraged to adhere to the revised standards so that maximum benefits can be realized by the Government.
3. Background. The President directed that a special sustained Government-wide effort be made so that costs could be further reduced in the procurement and management of property. To that end, a determination has been made that in the interest of economy, use standards for office furniture should be revised.
4. Use standards for office furniture. Office furniture, whether new or rehabilitated, shall be used as prescribed by the following standards:
  - a. The use of executive type wood (traditional or modern) office furniture shall be limited to personnel in Grade GS-18 and above or the equivalent thereto, including military rank. This type of office furniture includes items which are available from Federal Supply Schedules FSC Group 71, Part VI and Part XII and the executive office furniture (Allenwood) available from Federal Prison Industries, Inc.
  - b. The use of unitized wood office furniture shall be limited to personnel in Grade GS-15 and above or the equivalent thereto, including military rank. This type is included in Federal Supply Schedule FSC Group 71, Part VIII.
5. Application of revised use standards. Despite the revised standards, redistribution of furniture merely to comply therewith should not be effected. However, to avoid new procurement where an employee is entitled by reason of grade to other than standard metal furniture, furniture to which he is entitled shall be provided by transfer of furniture owned by the agency.

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2. CLASS & EXECUTIVE FURNITURE AND FURNISHINGS

STAT  requires that requests for items of executive furniture, rugs, carpeting, and draperies be justified in terms of operational necessity and that each request be signed by the Deputy Director or Head of Independent Office concerned and approved by the Deputy Director for Support. Such requests for items from stock will be considered only for personnel in grade GS-11 and above. Requirements for grade GS-11 and 12 which are determined to be essential will be satisfied by redistribution of available assets within the specific directorates and under the auspices of the Executive Officer of the applicable directorate.

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